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24 July 1952

MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. The T/O has been turned in to Classification and Wage Division for approval.

b. Assessment and Evaluation, TR(S), has been moved from Building 14 to the first floor of the R&S Building.

c. Contract with [] has been signed and partial prepayment accomplished.

d. Budget Officer visited [] to discuss fiscal and financial procedures to be employed at that installation.

e. Several meetings with representatives [] have been held regarding increased budget requirements in connection with area and language programs for the purpose of formalizing an agreement between the Agency and []

f. A meeting was held with the Budget Analyst and a representative of the Fiscal Division concerning Fiscal Year 1953 allotments.

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25 YEAR RE-REVIEW

Admin. Officer, OTR

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